



Community Preservation Act Committee

Date: January 26, 2022

Time: 6:01pm – 7:35pm

Location: Conducted remotely due to Covid-19.

Minutes

Remote Participation: Clarissa Rowe
Jo Anne Preston
Susan Doctrow
David Swanson
JoAnn Robinson
Leslie Mayer
Alexander Franzosa
Pamela Heidell

Also Attending Remotely: Julie Wayman
Jim Feeney
Karen Kelleher
Patricia Worden
Jen Hernandez
Lisa Hersey
Calpurnia Roberts
Eric Helmuth
Jaclyn Pacejo
Jennifer Raitt
Brielle Short
Kelly Lynema
Marta Cayarga
Neal Mongold
Jack Nagle

Chair Clarissa Rowe welcomed members and guests at 6:01pm. Rowe explained that due to Covid-19 the meeting was conducted remotely and read through the Town's disclaimers about remote meetings.

Meeting Minutes

a. Minutes of 12/1/2021, 1/19/2022

Ms. Mayer made a motion to approve the minutes of 12/1/2021 and 1/19/2022, as amended, seconded by Ms. Robinson.

Roll call vote to approve:
Alexander Franzosa – Yes
Clarissa Rowe – Yes
Dave Swanson – Yes
Jo Anne Preston – Yes
JoAnn Robinson – Yes
Leslie Mayer – Yes
Pamela Heidell – Yes
Sue Doctrow – Yes

FY23 Applicant Presentations

a. Historic Planning Records Preservation

Kelly Lynema, Assistant Director of the Department of Planning and Community Development, spoke on behalf of the project designed to preserve and catalog Town documents dating back to the late 1800s. Many of the documents, including maps, historical planning records, meeting minutes and plans, are the only copies. The project will involve hiring an historic preservationist to review and assess the collection, identify appropriate handling and storage equipment, index and prioritize the items for preservation and digitization to shareable formats. The project will be managed by DPCD in coordination with Robbins Library and a local historian. It is anticipated to be completed within 6 months. The CPA request for \$25k includes \$3500 for the Northeast Documentation Conservation Center, \$15k for digitization and \$6500 for storage equipment. DPCD does not anticipate additional funding requests related to this project over the next five years.

- Ms. Robinson stated that this type of project is long overdue and other departments are eager to participate in a similar process.
- Ms. Doctrow is looking forward to the digitization process to allow more accessibility to the public.

b. Arlington Affordable Housing Trust Fund - AHTF

Karen Kelleher, the Chair of the Board of Trustees of AHTF, introduced the Trustees present at this evening's meeting – Calpurnya Roberts, Eric Helmuth, Jaclyn Pacejo, Mariann Donovan and Neal Mongold. Ms. Kelleher stated that one of the main goals of AHTF at this time is to establish partnerships with CPAC and other Town departments as a foundation for consensus and political will. The 3-5 year action plan includes prioritizing goals, identifying revenue

sources, engaging the community, creating and preserving affordable housing and opportunities to leverage Town investments to access additional resources. Ms. Doctrow has volunteered to act as the CPAC liaison to AHTF. Ms. Rowe noted that additional CPAC members could volunteer to work with Ms. Doctrow. AHTF has requested \$250k from CPA to get started and have funding available as opportunities arise.

- Ms. Preston requested a clarification of conflicts and timeline as FY23 begins in less than 6 months? Ms. Raitt stated that nothing has been committed to as AHTF is currently in the predevelopment phase.
- Mr. Helmuth, Select Board representative to AHTF, emphasized the importance of collaboration to access resources.
- Mr. Swanson expressed support of the mission and partnership and requested more information on available funds in addition to the \$250k request. Ms. Raitt shared that AHTF currently has \$170k that the Town collected from developers in lieu of creating affordable units. AHTF could also potentially access CDBG and HOME funds. There is potential to access ARPA funds being set-aside for affordable housing over the coming years as well.
- Ms. Doctrow and Ms. Mayer both stated that the partnership between CPAC and AHTF was a great opportunity and that it is important to have money in hand to get started and be ready to respond to opportunities.
- Ms. Robinson requested more information on CPAC's involvement and recommended establishing communication guidelines including sharing reports, updates etc.
- Ms. Heidell inquired how CPAC would be affected if the funding was carried forward year to year. Ms. Pacejo is working with the Town Treasurer on the process.
- Mr. Mongold, the VP of the Board of Directors for the Housing Corporation of Arlington noted that it can take a number of years to develop affordable housing projects.
- Ms. Worden requested that CPAC be cautious while maintaining its reputation and to ensure this contribution does not negatively impact the Arlington Housing Authority or the Housing Corporation of Arlington. She requested that CPA be clear with conditions and receive adequate information and updates.

c. Leasing Differential

Brielle Short, Director of Programming for the Somerville Housing Coalition presented an overview of the housing program which assists disabled and previously homeless individuals in securing housing in Arlington and Somerville. The program also supports individuals in their search for jobs and healthcare. Due to the drop in the fair market value, a request of \$16k has been submitted to CPA to make up the lease differential funded by HUD. Tenants will continue to pay 30% of their income toward rent.

- Ms. Preston requested clarification on how the program compares to Section 8? Ms. Short explained that the tenant subleases the property from SHC which rents directly from the owner. It is not a mobile voucher like Section 8 which is a voucher provided to an individual to off-set rent determined by the property owner. The leasing process helps prevent falling behind in rental payments with the assistance of SHC. It also helps maintain positive relationships with landlords supporting the program.

- Ms. Rowe commended SHC for their work in the Mugar Woods.
- Mr. Mongold inquired how many units currently are being rented by SHC from HCA? Ms. Short noted that 5 units at Downing Square have been secured, 4 at Westminster, 2 at Capitol Square and 3 off-site.

d. Menotomy Manor Window Replacement Project

Executive Director for the Arlington Housing Authority Jack Nagle thanked CPAC and the community for the support of the recent deadly fire at Chestnut Manor. Mr. Nagle provided a brief history of the 179-unit Menotomy Manor which currently houses approximately 500 tenants. The proposed plan is to replace the 37-year-old aluminum windows which leak air and water, are held in place by deteriorating masonry and failing window seals and are installed in uninsulated brick walls. All factors are compromising the integrity of the buildings. A \$1 million request for the project has been submitted to CPAC to be used in conjunction with funding from High Leverage Asset Preservation Program (HILAPP) and Department of Housing and Community Development (DHDC) (\$1.5 million) and American Rescue Plan Act (ARPA) funds (\$2.5 million). Future related projects may include masonry repairs and insulation install, envelope improvements, heat pumps, and solar panels.

Officers of the Menotomy Manor Tenants Association, President Jen Hernandez, VP Marta Cayarga and Secretary Lisa Hersey, spoke on behalf of the project. The current windows are difficult to open and close, extremely drafty and leak both air and moisture. They also noted that these factors are resulting in increased utility costs which tenants are responsible for in addition to their established rent.

- Ms. Heidell inquired when the estimates were done? What are the soft costs? Is it possible to be done in phases? Mr. Nagle responded that the cost is based on components and replacement costs. The soft costs are 25% of the total and include the design, planning and survey costs. Ideally the funding will be available to assist the tenants as soon as possible. The 2013 renovations of the duplexes were done in one phase including insulation and siding. If not, additional costs would be incurred to complete the project in phases.
- Ms. Preston expressed full support of the project and appreciates the relationship with the tenant association to support the residents during the process.

Ms. Mayer motioned to adjourn at 7:35pm, seconded by Ms. Preston.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow:

Yes

The vote was unanimous. The meeting adjourned at 7:35pm.